



Memorandum

TO: PUBLIC SAFETY, FINANCE AND
STRATEGIC SUPPORT COMMITTEE

FROM: Deanna J. Santana

SUBJECT: SEE BELOW

DATE: January 26, 2010

Approved

Date

1-26-10

**SUBJECT: PUBLIC SAFETY, FINANCE AND STRATEGIC SUPPORT COMMITTEE
AMENDED WORKPLAN**

Please review the attached copy of the Public Safety, Finance and Strategic Support Committee (PSFSS) amended workplan for the period of January through June 2010. At the January 2010 PSFSS Committee meeting, the Committee asked for a complete workplan to assess its workload through June. The attached identifies the consent calendar and Committee report items.

DEANNA J. SANTANA
Deputy City Manager

Attached







Memorandum

**TO: RULES & OPEN GOVERNMENT
COMMITTEE**

**FROM: Mayor Chuck Reed
Chair Madison Nguyen**

**SUBJECT: PUBLIC SAFETY, FINANCE AND
STRATEGIC SUPPORT COMMITTEE
PROPOSED AMENDED WORKPLAN**

DATE: December 3, 2009

Approved

Date

RECOMMENDATION

Approval of the Public Safety, Finance and Strategic Support workplan for the period January through June 2010 and setting its meeting schedule on the third Thursday of each month at 1:30 p.m. in Committee Room W118-119, or as noticed below.

WORKPLAN CONTENTS

**PUBLIC SAFETY, FINANCE AND STRATEGIC SUPPORT
COMMITTEE WORKPLAN
January-June 2010**

COMMITTEE MEMBERS:

Madison Nguyen, Chair
Pete Constant, Vice Chair
Pierluigi Oliverio, Member
Kansen Chu, Member

STAFF:

Deanna Santana, City Manager's Office
Armando Gomez, Mayor's Office
Danielle Kenealey, City Attorney's Office
David Baum, Redevelopment Agency

MISSION STATEMENT:

To effectively develop, manage and safeguard to City's fiscal, physical, technological and human resources to enable and enhance the delivery of city services and projects and to provide prevention and emergency response services for crime, fire, medical, hazardous and disaster related situations.

RULES AND OPEN GOVERNMENT COMMITTEE

Re: January -June, 2010 Public Safety, Finance and Strategic Support Committee Workplan

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January 21

CONSENT CALENDAR

1. **Redevelopment Agency Monthly Financial Statements, Capital Cost, Cash Flow Projections** (Redevelopment Agency)

COMMITTEE REPORTS

1. **Audit of Civilianization Opportunities in the San Jose Police Department** (Auditor)
 - a. **Hiring of Retired Sworn Officers to Perform Administrative Police work as directed in the Mayor's March 2009 Budget Message (Item 15f) to no longer pursue this referral.**
2. **Audit of the Agreement between the Redevelopment Agency and Legacy Partners/Museum Park** (Auditor) Request Deferral to February 18
3. **2008-09 Annual Performance Audit of Team San Jose, Inc.** (Auditor)
Recommendation: Accept the 2008-09 Annual Performance Audit of Team San Jose, Inc.
4. **Report on Real Estate Services & Asset Management - Accomplishments and Workplan** (General Services) Request Deferral to February 18
5. **Report on Executive Home Loan Program** (Finance)
Request Deferral to February 18
6. **External Auditor's Reports** (Finance)
Attachment A: Single Audit Reports
Attachment B: Public Safety, Finance and Strategic Support Report for the City of San Jose
7. **2008-2009 Final Report on Fire Department Vacancy and Absence Rates and Their Impact on Overtime** (Fire/City Manager Budget)
Request Deferral to February 18
8. **Report on Business Process Transformation/Infrastructure Optimization (BPT/IO)** (Information Technology)

February 18

WORKPLAN

1. **Public Safety, Finance and Strategic Support Committee Workplan for January-June 2010** (City Manager)
2. **Executive Home Loan Program** (Finance)
Request Deferral to March 18

CONSENT CALENDAR

1. **Redevelopment Agency Monthly Financial Reports** (Redevelopment Agency)
Report on Redevelopment Agency's Monthly Financial Statements; Capital Cost; Cash Flow Projections
2. **Second Quarter Reports on Performance Measures for October-December** (City Manager)
Report on Performance Data and Analysis from Police and Fire.

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Re: January -June, 2010 Public Safety, Finance and Strategic Support Committee Workplan

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3. **Worker's Compensation Mid-Year Report** (Human Resources)
4. **Report on FY 2009-10 Second Quarter Revenue Collection Strategic Plan** (Finance)
Report and presentation on second quarter RCSP performance focusing on the following Revenue Management Sections: Business Tax; Accounts Receivables; and Revenue Compliance/Monitoring.
5. **FY 2009-10 Second Quarter Debt Report** (Finance) *Report on FY 2009-10 Second Quarter Debt Issuance and Debt Management activities.*

COMMITTEE REPORTS

1. **Report on Infrastructure Priority Projects** (Information Technology)
Provide an update on the current state of priority technical infrastructure projects.
2. **Report on Real Estate Services & Asset Management - Accomplishments and Workplan** (General Services)
3. **Report on the Police Department's Alternative Crime Prevention Service Delivery Model Options** [Mayor's June Budget Message, 2009-2010] (City Manager's Office/Police)
4. **Quarterly Report for October, November, December 2009, on the Consortium for Police Leadership in Equity (CPLE) Verbal Report** (Police) *Independent research initiative to help the City better understand the complex issues related to arrest data; to evaluate the need for any potential changes or improvement to the Police Department's policies, procedures, and/or training.*
5. **Report on 2000 Fire Department's Strategic Plan Update** (Fire) *Report will describe elements of strategic plan with specific changes philosophy/method for developing updates (living document), and new elements to be introduced.*
6. **Final Report on 2008-09 Fire Department Vacancy and Absence Rates and Their Impact on Overtime** (Fire/City Manager Budget)
7. **FY 2009-10 Second Quarter Investment Report**
 - (a) **FY 2009-10 Second Quarter Investment Report** (Finance) *Report and presentation on second quarter investment portfolio statistics and performance; compliance reporting requirements; investment trading activity; and investment strategy pursuant to the requirements of the Council adopted Investment Policy*
8. **Audit of Decentralized Cash Handling** (Auditor)
9. **Audit of the Agreement between the Redevelopment Agency and Legacy Partners/Museum Park** (Auditor)

March 18

CONSENT CALENDAR

1. **Redevelopment Agency Monthly Financial Reports** (Redevelopment Agency)
Report on Redevelopment Agency's Monthly Financial Statements; Capital Cost; Cash Flow Projections
2. **Public Safety Quarterly Reports** (Police/Fire) *Provide an update on Police and Fire issues.*

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Re: January -June, 2010 Public Safety, Finance and Strategic Support Committee Workplan

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COMMITTEE REPORTS

1. **Semi-Annual Recommendation Follow-up Report on All Outstanding Audit Recommendations** (Auditor) *Status report on open recommendations on outstanding audit recommendations.*
2. **Public Intoxication Task Force Implementation Update** (Police) *Status Report on the Public Intoxication Task Force Implementation work plan that reflects outcomes of the Task Force.*
3. **Domestic Violence Activity Report** (City Manager/Police)
4. **Report on City Manager's Downtown Advisory Committee** (City Manager)
5. **Report on Enterprise and Business Applications Priority Projects** (Information Technology) *Provide an update on the current state of enterprise and departmental business applications.*
6. **Report on the Silicon Valley Region Interoperability Project and Proposed Joint Powers Agreement Structure** (City Manager/Police/Fire)

April 14 (Special PSFSS Comte. Evening Session)

1. **Police Services/Community Input**

April 15

CONSENT CALENDAR

1. **Redevelopment Agency Monthly Financial Reports** (Redevelopment Agency) *Report on Redevelopment Agency's Monthly Financial Statements; Capital Cost; Cash Flow Projections*

COMMITTEE REPORTS

1. **Bi-Monthly Financial Report for January/February** (Budget) *Summarizes the City's financial status for 2009 through February 2010.*
2. **Report on Key Legislative Items** (Intergovernmental Relations) *Report on State Legislation focusing on public safety and strategic support.*
3. **Status Report on Customer Contact Center** (Information Technology) *Provide a review of Customer Contact Center activity and update on the most recent activities related to customer service. A previous report was presented to the PSFSS Committee in February 2008.*
4. **City Manager's Report on Use of Force Review** (City Manager)
5. **Status Report on the Fire Department's Response to the County Jail** (Fire) *Report on the City Fire Department's Emergency Medical Services Response to the County Jail.*
6. **Report on False Alarm Administrative Citation Program CR: 032409** (Police)

May 20

CONSENT CALENDAR

1. **Redevelopment Agency Monthly Financial Reports** (Redevelopment Agency) *Report on Redevelopment Agency's Monthly Financial Statements; Capital Cost; Cash Flow Projections*
2. **Third Quarter Reports on Performance Measures for January-March** (City Manager) *Report on Performance Data and Analysis from Police and Fire Departments.*

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3. **Public Safety Quarterly Reports (Police/Fire)** *Provide an update on Police and Fire issues.*

COMMITTEE REPORTS

1. **Report on Citywide Information Security (Information Technology)** *Provide an update on the current state of Citywide Information Security and status of remediation efforts.*
2. **Finance Department's Third Quarter Investment, Revenue, and Debt Reports**
 - (a) **Report on Third Quarter Investment Report (Finance)** *Report on third quarter investment portfolio statistics and performance; compliance reporting requirements; investment trading activity; and investment strategy pursuant to the requirements of the Council adopted Investment Policy.*
 - (b) **Report on Third Quarter Revenue Collection Strategic Plan (Finance)** *Report and presentation on third quarter RCSP performance focusing on the following Revenue Management Sections: Business Tax; Accounts Receivables; and Revenue Compliance/Monitoring.*
 - (c) **Report on Third Quarter Debt Report (Finance)** *Report on third quarter debt issuance and debt management activities.*
3. **Quarterly Report on Retirement Board Investments (Retirement)**

June 17

CONSENT CALENDAR

1. **Redevelopment Agency Monthly Financial Reports (Redevelopment Agency)** *Report on Redevelopment Agency's Monthly Financial Statements; Capital Cost; Cash Flow Projections*

COMMITTEE REPORTS

1. **Bi-Monthly Financial Report for March/April (Budget)** *Summarizes the City's financial status for 2008-2009 through April 2009.*
2. **Report on Resource Allocation Plan of the San Jose Bringing Everyone's Strengths Together (BEST) Program for FY 2010-2011 (PRNS)** *"Staff will be requesting approval of the BEST Resource Allocation plan including status update on FY 2009-10, the FY 2008-09 Final Evaluation report, and the resource allocation plan for FY 2010-11 BEST Allocation Plan"*
3. **Report on Citywide Technology Investments and Future Outlook (Information Technology)** *Provide a status report on the state of City-wide technology investments*

NOTE: The PSFSS Workplan will allow any audits on the City Auditor's Workplan that are completed during this six-month cycle to be added to the Committee's agenda.

